



# BDMAT

Birmingham Diocesan  
Multi-Academy Trust

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## EYFS and Year 1 Phonics lead - JOB DESCRIPTION

Pay Scale: Leadership 1-4

Salary: (£44,305 - £47,706)

### Job Purpose Early Years and Year 1 Phonics Lead

The Early Years' and Year One Phonics lead will be required to effectively lead and manage the EYFS and Year 1 department. This class-based, senior leadership role will require you to lead the EYFS department in policies and practices of continuous school and learning improvement as well as EYFS staff development and training. As a member of the senior leadership team, you will be required to ensure the accelerated progress of all EYFS and Year 1 students, in order to accomplish our whole school aim of achieving a good level of development in line with the national average.

### 2. Duties and responsibilities

- 2.1 To play a lead role in the development of high quality teaching and learning within EYFS, this will include monitoring curriculum planning, giving feedback and advice as well as assisting and supporting members of your team with their planning and delivery of a differentiated and inclusive curriculum.
- 2.2 Take overall responsibility for the quality and standards of teaching and learning across the EYFS phase, this includes providing analysis and reports to the Senior Leader Team, Birmingham Diocese Multi- academy trust advisors and governors.
- 2.3 To help formulate the policies, aims and objectives of the EYFS department and monitor their implementation.



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- 2.4 To keep up to date with current developments in teaching and learning and the school improvement targets within the EYFS department, and to share this information with colleagues.
- 2.5 To ensure that the requirements for assessment and moderation within the EYFS department are met.
- 2.6 To share in and support the strategic leadership of the school and to bring out the potential for leadership in others as well as making a significant contribution to the school's leadership team.
- 2.7 To ensure that all the children in the early year's foundation stage are able to achieve a Good level of Development in line with the National average.
- 2.8 To teach pupils across the EYFS and to have class teacher responsibility for one reception class.
- 2.9 Actively develop relationships with parents and the wider community.
- 2.10 Manage the day to day staffing of the foundation stage.
- 2.11 To monitor and evaluate the impact of the policies, practices, targets and priorities in the EYFS, identifying developments needed and working with the Head, Deputy and the senior leadership Team to achieve them.
- 2.12 To plan and prepare work which reflects the age and ability of the children who are being taught.
- 2.13 To plan, implement and assess students work in line with the Early Learning Goals criteria



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2.14 To regularly mark, record, assess, set targets and report on the attainments and progress of children.

2.15 To consult and liaise positively with parents.

2.16 To create good, positive relationships with colleagues, pupils, parents, external consultants and members of the community.

2.17 To supervise the work of classroom assistants allocated to the department.

2.18 To promote good behaviour based on the School Behaviour Management Policy.

### Line Management - responsibility to and for

3.1 Responsible to the Head Teacher

3.2 Responsible for the supervision of designated teaching and support staff within the EYFS and Year 1 department.

### Conditions of employment

4.1 The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time, also any local agreements and Birmingham Diocesan Multi-Academy trust guidance on interpreting teachers' conditions of service.

### Review and Amendment



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5.1 This job description is normally subject to annual review and may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder.



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